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Chief, Procurement Division, Logistics Office

8 December 1954

THRU : Management Staff, CIA
Administrative Staff, ORR

Requisition for 5" x 8" Card Files

REFERENCE: Memorandum "Requisition for 5" x 8" Card Files for Techniques and Methods Division, ORR", to Chief, Procurement Division, L. O., from Administrative Staff, ORR, dated 17 March 1954.

1. Attached is a requisition for 460 5" x 8" files with bases and tie links.

2. The Techniques and Methods Division of ORR is located at 2210 E Street N. W., in a building requiring consideration of the floor loading. The requested card files will provide more actual file space and more facility in use than other known files or safes. They also will decrease the floor load by 35 percent.

3. When vaulting is completed and new file equipment is received, the Division will release 37 Remington Rand Card Safes, 555 trays, 17 seven-drawer, 14 compartment, 5 x 8 cabinets, valued at \$15,866.98. The new file equipment will cost approximately \$4,522.80. The equipment to be turned in is standard stock for the Agency and will therefore increase the Agency supply on hand, delaying an additional purchase of these items until the present stock is expended. The Agency will save \$11,344.18 in equipment by installing the requested equipment in the Division.

4. The budget for the Techniques and Methods Division does not provide funds for the requested files, nor are funds available in other object classes above the current operational needs of the Division. For this reason and because of the savings indicated in paragraph #3 above, it is requested that your office provide the necessary funds as it did for the referenced Memorandum.

1. 460 8 x 5 (see spec on 460 @ 8.93
previous PO # 54-7240 XG132)

FOIA b3b

2. Boxes for #1 115 @ \$3.60
includes tie links
St/A/RR/MLF:mw

Service Officer, ORR

approved RMD/RLS
22 Dec/54